

# **ALTERNATIVE POWER AND ENERGY GRANT PROGRAM APPLICATION**

Thank you for your interest in the Alternative Power and Energy Grant Program (APE). Due to the limited amount of funds available, submission of an application does not guarantee funding.

**Only costs incurred after approval notification are eligible for funding. Project construction can not begin until award notification on September 22, 2006.** Costs incurred after approval and prior to execution of the grant agreement (contract) are made at the applicant's risk. Funding is assured only after final execution of the grant agreement.

Before beginning the application, please read the document entitled "Guidelines for the Alternative Power and Energy Grant Program", which includes the guidelines to this program.

**Completed Grant Applications should be sent to the following address (e-mail submission is preferred) no later than 5:00PM on Friday, September 1, 2006:**

**Ryan Brown  
Program Manager, Renewables and Energy Efficiency  
One North Capitol Avenue, Suite 600  
Indianapolis, IN 46204  
TEL: (317) 232-8961  
FAX: (317) 232-8995  
E-MAIL: [rbrown@oed.in.gov](mailto:rbrown@oed.in.gov)**

## Applicant Profile

Please fill in each category as all information is needed.

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ FID#: \_\_\_\_\_

Project Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_

Name and Title of Organization Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name and Title of Project Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Preparer of Application: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Application (mark with an X):

\_\_\_\_\_ Biomass

\_\_\_\_\_ Wind Power

\_\_\_\_\_ CHP

\_\_\_\_\_ Solar

\_\_\_\_\_ Waste to Energy

\_\_\_\_\_ Fuel Cells

\_\_\_\_\_ Hydro

\_\_\_\_\_ Other

## **Project Narrative**

The Project Narrative will be an attached separate file and will follow this format:

1. Executive summary
2. Applicant background
3. Technology and energy resource
4. Alternative energy generation
5. Economic and environmental benefits
6. Project timeline
7. Project budget
8. Public visibility of project

Each of these headings should be addressed in a complete and detail-oriented manner. Please attach supporting documentation whenever possible. The Project Narrative should be no more than 15 pages and no less than 5.

### Executive summary

The executive summary will provide a synopsis of the alternative energy project. This high level summary should capture the heart of the project in 1 page or less, and should be suitable for public release.

### Applicant background

- A brief history of the applicant organization, pertinent individuals directly involved with the project and project partners.
- Experience with past energy projects
- Explanation of why applicant is interested in carrying out this project
- Why do you feel that your project will be successful?

### Technology and energy resource

- Alternative energy system manufacturer's literature
- Information documenting the availability and price of the alternative energy resource that will be used to generate electricity and/or heat.
- Rated capacity of the system

### Alternative energy generation

- Provide detailed information and calculations for the number of kilowatt hours and/or BTU's that will generated annually as a result of the alternative energy project.
- Provide a detailed summary of your current utility electric and heating usage.
- If the project will interconnect with the central electric grid, please provide documentation showing that the necessary steps have been taken or started.

### Economic and environmental benefits

- Jobs created as a result of the project
- Total project investment
- Expected annual energy cost savings (if applicable)
- Impact of the use of the alternative energy resource (e.g. increase in corn prices from using local corn in a biomass boiler)
- Is the project located in an Indiana non-attainment county for ozone or PM2.5
- What air, water and other environmental benefits do you expect from this project? If possible, quantify the annual air emissions of this project compared to when using conventional fossil fuel energy sources.

Project timeline (Note: The project cannot begin before September 22, 2006 and must be completed by May 31, 2007)

- Provide a step-by-step timeline detailing significant project milestones.
- Justify why this is a credible timeline.

### Project budget

- Summarize project costs in a table format.
- Provide quotes from vendors for project equipment, installations costs and other costs.
- If the project involves net-metering or a power purchase agreement, please attach a copy of these documents.

### Public visibility of project

- Discuss how the public will learn and benefit from this project.
- Do you plan to hold a press event when the project is completed?

## **APE Grant Request and Cost Share**

Please see "Guidelines for the Alternative Power and Energy Grant Program." Please mark the amount of grant funding you are requesting with an X.

\_\_\_\_\_ \$50,000  
\_\_\_\_\_ \$100,000  
\_\_\_\_\_ \$250,000

Please identify all other sources of project cost share. The grant request + total project cost share should equal the total project cost detailed in the Project Narrative.

## **Permit Information**

Describe any federal, state, or local environmental and/or safety permits or permit modifications needed for this project. Attach documentation of any permits to this application.

## Applicant Disclosure

Is the applicant a minority-owned business?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes, provide percentage \_\_\_\_\_

## Certifications & Assurances

If awarded an APE grant, all grantees will be required to attest to the following certifications in the **Grant Agreement**. Therefore, below is just to **inform** possible grantees of the certifications and assurances that will be included in their Grant Agreement. Grantees should also review the instructions for certification included in the regulations before signing this Grant Agreement. Signature of the Grant Agreement provides for compliance with certification requirements under 34 CFR Part 82 and 34 CFR Part 85.

### I. LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If this statement is true, no disclosure is required.

**HOWEVER, IF Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement then the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions. Additionally, notice shall be provided to the Office of Energy and Defense Development.**

Submission of this certification is imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### II. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

(1) The Grantee certifies to the best of its knowledge and belief, that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transactions by any Federal department or agency;
- (b) have not within a three-year period preceding this Grant Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) have not within a three-year period preceding this Agreement had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the primary Grantee is unable to certify to any of the statements in section II (1), Grantee shall provide a written explanation to the Office of Energy and Development immediately.

### **III. LOBBYING DISCLOSURE ACT OF 1995, SIMPSON-CRAIG AMENDMENT**

Applicant organizations which are described in section 501(c)(4) of the Internal Revenue Code of 1986 and engage in lobbying activities after December 31, 1995, shall not be eligible for the receipt of Federal funds constituting an award, grant, or loan. Section 501(c)(4) of the Internal Revenue Code of 1986 covers:

*Civic leagues or organizations not organized for profit but operated exclusively for the promotion of social welfare, or local associations of employees, the membership of which is limited to the employees of a designated person or persons in a particular municipality, and the net earnings of which are devoted exclusively to charitable, educational, or recreational purposes.*

As set forth in the Lobbying Disclosure Act of 1995 (Public Law 104-65, December 19, 1995) as amended ["Simpson-Craig Amendment," see Section 129 of the Balanced Budget Downpayment Act, I (Public Law 104-99, January 26, 1996), lobbying activities is defined broadly. (See section 3 of the Act.)

The Grantee certifies, to the best of his or her knowledge and belief, that: it IS NOT an organization described in section 501(c)(4) of the Internal Revenue Code of 1986; OR that it IS an organization described in section 501(c)(4) of the Internal Revenue Code of 1986, which after December 31, 1995, HAS NOT engaged in any lobbying activities as defined in the Lobbying Disclosure Act of 1995, as amended.

### **IV. ADDITIONAL AUDIT REQUIREMENTS FOR GRANTEEES THAT EXPEND OVER \$500,000 IN FEDERAL AWARDS PER YEAR**

Any grantee expending **Five Hundred Thousand Dollars (\$500,000) or more in Federal awards per year** must have an audit made for that year by an independent auditor. For-profit organizations should consult 10 CFR 600.316 for guidance. Non-profit organizations, institutions of higher education, and local governments should

consult the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" for guidance.

**U.S. DEPARTMENT OF ENERGY  
ASSURANCE OF COMPLIANCE  
NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS**

GRANTEE HEREBY AGREES to comply with Title VI of the Civil Rights Act of 1964 (Pub.L. 88-352), Section 16 of the Federal Energy Administration Act of 1974 (Pub.L. 93-275), Section 401 of the Energy Reorganization Act of 1974 (Pub.L. 93-438), Title IX of the Education Amendments of 1972, as amended (Pub.L. 92-318, Pub.L. 93-568, and Pub.L. 94-482), Section 504 of the Rehabilitation Act of 1973 (Pub.L. 93-112), the Age Discrimination Act of 1975 (Pub.L. 94-135), Title VIII of the Civil Rights Act of 1968 (Pub.L. 90-284), the Department of Energy Organization Act of 1977 (Pub.L. 95-91), and the Energy Conservation and Production Act of 1976, as amended (Pub.L. 94-385) and Title 10, Code of Federal Regulations, Part 1040. In accordance with the above laws and regulations issued pursuant thereto, the Applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied to benefits of, or be otherwise subjected to discrimination under any program or activity in which the Grantee receives Federal assistance from the Department of Energy.

**I. Applicability and Period of Obligation**

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved, with Federal assistance extended to the Grantee by the Department of Energy, this assurance obligates the Grantee for the period during which Federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which Federal assistance is extended. If any personal property is so provided, this assurance obligates the Grantee for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Grantee for the period during which the Federal assistance is extended to the Grantee by the Department of Energy.

**II. Employment Practices**

Where a primary objective of the Federal assistance is to provide employment or where the Grantee's employment practices affect the delivery of services in programs or activities resulting from Federal assistance extended by the Department, the Grantee agrees not to discriminate on the ground of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

**III. Subrecipient Assurance**

The Grantee shall require any individual, organization, or other entity with whom it subcontracts, subgrants, or subleases for the purpose of providing any service, financial aid, equipment, property, or structure to comply with laws cited above. To this end, the subrecipient shall be



required to sign a written assurance form, however, the obligation of both recipient and subrecipient to ensure compliance is not relieved by the collection or submission of written assurance forms.

#### **IV. Data Collection and Access to Records**

The Grantee agrees to compile and maintain information pertaining to programs or activities developed as a result of the Grantee's receipt of Federal assistance from the Department of Energy. Such information shall include, but is not limited to, the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age, and disability, in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by the Department of Energy to be relevant to its obligation to assure compliance by recipients with laws cited in the first paragraph of this assurance.

The Grantee agrees to submit requested data to the Department of Energy regarding programs and activities developed by the Grantee from the use of Federal assistance funds extended by the Department of Energy, Facilities of the Grantee (including physical plants, building, or other structures) and all records, books, accounts, and other sources of information pertinent to the Grantee's compliance with the civil rights laws shall be made available for inspection during normal business hours on request of an officer or employee of the Department of Energy specifically authorized to make such inspections. Instructions in this regard will be provided by the Director, Office of Civil Rights, U.S. Department of Energy.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts (excluding procurement contracts), property, discounts or other Federal assistance extended after the date hereto, to the Grantees by the Department of Energy, including installment payments on account after such data of application for Federal assistance which are approved before such date. The Grantee recognizes and agrees that such Federal assistance will be extended in reliance upon the representation and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Grantee, the successors, transferees, and assignees, as well as the person(s) whose signature appears on this Grant Agreement and who are authorized to sign this assurance on behalf of the Grantee.

**Grantee certifies by signing this Grant Agreement that it has complied, or that, within ninety (90) days of the date of this grant, will comply with all applicable requirements of 10 C.F.R. § 1040.5. A copy will be furnished to Grantee upon written request to the Office of the Lieutenant Governor, Office of Energy and Defense Development.**



## Applicant Affirmations

The Applicant hereby affirms that it is properly registered with the Indiana Secretary of State (if applicable) and is in good standing with the Indiana Department of Revenue and the Department of Workforce Development. The Applicant also affirms that 1) there are no outstanding enforcement actions against it by the Indiana Department of Environmental Management, 2) all permits have been acquired or are in the process with the Indiana Department of Environmental Management and Indiana Department of Natural Resources, and 3) there are no significant workforce issues, such as a pending reduction in the applicant's workforce or pending or threatened workforce action against the Applicant. The below-named signatory(ies) hereby warrant that they are authorized to make such affirmations to the Indiana Office of Energy & Defense Development.

I attest that, to the best of my knowledge, all information provided in this application and in conjunction with this application is factual.

\_\_\_\_\_  
Authorized Official (signature)

\_\_\_\_\_  
Project Manager (signature)

\_\_\_\_\_  
Name and Title (type or print)

\_\_\_\_\_  
Name and Title (type or print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Scoring Criteria

The OED Review Team will score applications based on the following criteria:

- ✓ Complete Application
- ✓ Ability to complete project during specified timeframe (9/22/2006-5/31/2007)
- ✓ Applicant's ability to carry out a successful project
- ✓ Expertise of project partners
- ✓ Technology used
- ✓ Quotes from equipment/installation providers for project budget
- ✓ Annual offset of conventional fossil fuel energy (kWh and/or mmbtu)
- ✓ Economic and environmental benefits
- ✓ Project located in an Indiana non-attainment county for ozone or PM2.5
- ✓ Indiana businesses used for project installation and or equipment
- ✓ Increased public awareness of alternative energy

CLOSED